

GENERAL INFORMATION AND REQUIREMENTS FOR REAL PROPERTY ACTION REQUESTS

Civil Engineering Unit Miami (CEUMIAM) provides Real Property support to CG District Seventh, Eighth, MLCLANT and LANTAREA Commands. These include permanent acquisition, temporary acquisition, ingrats/outgrants (lease, license, permits) and disposal of real property when the CG determines it to be in excess to CG needs.

CEUMIAM does not lease general office space unless it is directly related to Port Security, federally owned space is not available, or there is a special one-time delegation from Congress to do so (usually major projects). The General Services Administration ordinarily handles general office space, via the ISC, provided COMDT PM and DOT approves of the lease acquisition request.

Upon receipt of each Real Property Action Request, the checklist will be reviewed by the assigned Real Property Specialist and receipt of the request will be acknowledged via fax to the Program Manager (PM) or POC. The returned checklist will indicate whether or not the request is complete. If complete, we will indicate when the agreement is scheduled to be ready for signature. If not complete, we will indicate what additional information is required for the request. Normally, leases, licenses and permits can be executed within 60-90 days from the time the "completed request" is acknowledged. After all parties sign the agreement, the PM, CG Unit responsible for the site, Finance Center (if money involved) and the property owner will receive a copy of the agreement. CEUMIAM maintains the agreement file.

All Real Property Action Requests should include, at minimum, the information listed below. For unique situations and/or specific requirements, please provide additional information.

PROGRAM MANAGER: Real property actions begin with request from Program Manager. Field units should submit requests to the PM for concurrence and endorsement. The PM will, in turn, forward to CEU.

PROPERTY DESCRIPTION: Such as tower space, land, dock space, equipment hut space, building space, parking space, etc. Space requests should include the square footage required.

SITE LOCATION: Information such as street address, site plan, longitudes and latitudes

USE REQUIREMENTS: Such as range lights, NDS, HLS, VTC site, storage area. Include listing and type of equipment to be installed.

SPECIAL REQUIREMENTS: Utilities, emergency power, security and access requirements, etc.

UNUSUAL RESTRICTIONS: Such as imposing height restrictions on the property owners of surrounding area in the case of range lights.

ENVIRONMENTAL CONCERNS: A Physical site visit may reveal findings such as stained soil, water concerns, unsafe storage area, etc. For new constructions, such as a range light, provide foundation information and type of structure. If demolishing, provide type of old structure along with disposal plan.

REQUIREMENT JUSTIFICATION: Indicate why you need this property action.

PROPERTY OWNER INFORMATION: Name, address, phone number, e-mail address, etc.

EFFECTIVE DATE: Indicate date the property agreement (lease, license, permit, etc.) is required to be in place.

REQUIREMENT TERM: Term of real property document, usually 5 years with annual renewal for leases.

ACCOUNTING DATA: Required if the property owner will be charging rent.

RESPONSIBLE UNIT: Local servicing unit point of contact should include address and phone number.